



July 25, 2014

To: Executive Board

Subject: **Request to Issue IFB – Virtual Computer Network Disaster Recovery**

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### **Recommendation**

Authorize the Executive Director to issue an Invitation for Bids (IFB) for the procurement of hosting services for the backup and recovery of Foothill Transit's virtual computer network servers.

### **Background**

Foothill Transit's virtual computer network data is currently backed up and held on-site at the Pomona operations and maintenance facility in the event of a failure of any of the many computer networks housed at the West Covina administrative offices. This backup solution requires a network connection either to the West Covina administrative offices or to Foothill Transit's Pomona location to access our backups to rebuild the servers.

Following the advice of our insurance carrier, an update of Foothill Transit's virtual computer network disaster recovery plan is currently underway. Our insurer's recommendation is that the backup be cloud-based and hosted offsite so that in the event of a catastrophic event that renders Foothill Transit's computer network resources at the West Covina administrative offices inaccessible, business continuity will be ensured.

To complete the disaster recovery plan, a vendor is needed to provide a secure cloud-based, offsite location to host a replica of the virtual servers running in our data center. In the event of an unforeseen disaster that renders the West Covina site inaccessible or unsafe to enter, replication of our business critical servers will allow staff to access all computer network server resources by way of a regular internet connection via the hosted location from an offsite location such as Foothill Transit's Arcadia or Pomona operations and maintenance facilities.

IFB No. 15-015 will solicit bids from qualified vendors to provide a hosted, cloud-based solution to backup our critical data and virtual server configuration as a standby.

### **Budget Impact**

Funds for the procurement of the Virtual Disaster Recovery Project are included in Foothill Transit's adopted FY 2014-2015 Budget.

Sincerely,

A handwritten signature in blue ink, appearing to read "Donald Luey".

Donald Luey  
Director of Information Technology

A handwritten signature in blue ink, appearing to read "Doran J. Barnes".

Doran J. Barnes  
Executive Director